



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KHRIS BASIS ADMINISTRATION SPECIALIST

Job Number: 21000178

Job Code: 73720V120116

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 01/16/2012

Job Revised:

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs highly advanced technical work in the administration, operation, and monitoring of the Commonwealth's Kentucky Human Resource Information System (KHRIS) in an SAP environment. Duties include installation, updating, configuring, monitoring and tuning all SAP component systems for KHRIS and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree

EXPERIENCE:

Must have five years of professional experience in network administration of which three years must have been in providing SAP Basis Administration.

Substitute EDUCATION for EXPERIENCE:

Related technical or vocational training will substitute for the bachelor's degree requirement on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Professional experience in network administration will substitute for the bachelor's degree requirement on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Installs SAP component software, system updates and third party add-on software. Establishes and maintains connections between SAP component systems. Identifies and corrects problems with system connectivity. May lead, coordinate and integrate the work of other Basis team staff. Transports system configuration, customization and other program changes from the development environment to the quality assurance, training and production environments. Configures, schedules and monitors batch jobs to ensure the timely and correct operation of the system. Installs, configures and trouble shoots problems with printers used with the SAP system. Tunes application systems to provide optimal performance. Monitors system logs, operating systems statistics, work processes, spools, and background jobs. Defines the number of work processes and the monitoring, configuring and tuning server, storage hardware and operating systems. Provides technical advice to functional and development teams on the design, use and performance of application components. Develops and leads the training program of entry level staff in the support of KHRIS. Provides technical advice to agencies on deployment strategies and infrastructure requirements, including network capabilities, pc hardware requirements, front-end software installation and printers used with the SAP systems.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.